

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: February 2, 2009February

PERSONNEL LETTER #09-004
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services Division

RE: **EMPLOYMENT HISTORY TRANSACTION PROCESSING**

In light of the recent court ruling, the State Controller's Office will be implementing the furlough plan established by the Department of Personnel Administration. The furlough plan will involve adding a new furlough hours pay differential on employment history records. In the near future, a mass update process will occur to establish the furlough hours earnings identifier on the affected employment history records. The mass update cannot include all records and some will require special processing by departments to implement the furlough plan.

To prepare for the mass update and the special processing, your assistance is requested. Effective immediately, please do not process employment history PAR transactions with an effective date of January 30, 2009 and later. The exceptions are transactions related to separating employees and Employee Action Request (EAR) transactions which can continue to be processed as normal. Once the employment history mass update occurs, the suspended PAR transactions can be processed. A Controller's Office Personnel Letter is forthcoming identifying the mass update date and detailed processing information.

Your support and cooperation in this matter is greatly appreciated.

DS:PMAB:lm